



Job description

Monitoring and Evaluation Coordinator



WASH Technical Specialist

WaterAid Pakistan

Place of work:	Islamabad, Pakistan
Pay band:	G 3B
Salary:	Competitive with <u>excellent benefits</u>
Contract type:	Regular
Reports to:	Manager Programme Quality and Fundraising
Manages:	M&E functions of WaterAid Pakistan
Budget responsibility:	Yes
Travel:	In WaterAid Programme areas and Internationally as required

Introduction

WaterAid is an international non-governmental organization and established in 1981 in the United Kingdom. The Country Programme of WaterAid in Pakistan has been in operation since 2006 and currently under a MoU with the Ministry of Interior. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the poorest communities. It supports local organizations and governments to set up low cost and sustainable WASH solutions that can largely be managed by the community itself. WaterAid also seeks to, collaboratively working with other sector partners, influence policies of the government to protect the right of poor people to safe, affordable water and sanitation services.

In order to contribute in ensuring quality of WaterAid's programmatic interventions, services of an M&E Coordinator are required. The coordinator has the following job purpose and key accountabilities.

Job purpose

The Monitoring and Evaluation Coordinator (M&E Coordinator) will contribute to project monitoring and evaluation, quality assurance, learning and reporting and partners' capacity building of WaterAid projects; in accordance with project log frames (LFAs), project monitoring plans (PMPs) and established indicators of progress measurement by using manual and online tools. The incumbent will be mainly responsible for dealing with the monitoring and evaluation functions of the proposed project. M&E Coordinator will also lead in supporting the consultants in designing and conducting the baselines, KAP surveys and end-line evaluations of the project. S/he will ensure quality, accuracy, timeliness and management of the data collected from the field under this project. S/he will provide support to partner staff in effectively providing monitoring and other related data on key indicators thereby ensuring project's alignment to results agreed with the donor(s) and/ or government and mentioned in the project proposal.

Key accountabilities

1. Lead the Planning, Monitoring, Evaluation and Reporting (PMER) processes in the organisation in consultation with Manager PQ&F.
2. Support programme implementation team in developing project monitoring plans (PMPs) that detail out M&E requirements for a project against set indicators
3. Coordinate the design and implementation of baseline surveys, KAP surveys and other field assessment exercises
4. Make regular monitoring visits to project sites to conduct spot checks in order to validate and verify data collected by the partners
5. Assist the Manager PQ&F to organise and facilitate regular programme reviews, including Programme Performance Reviews (PPRs) in line with PMER Core Procedures
6. Maintain effective liaison with WaterAid's South Asia Regional Team (SART) and participate actively in programme planning process, proposal development and budgeting of the programme quality and fundraising unit
7. Support PQF&C team in developing the annual and six monthly organisational reports.
8. Support PQF&C team in dealing with any other tasks as may be required to be supported by her/ him

Personal specification

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • Masters degree in a development related discipline or social sciences or any other related fields • Minimum of 5 years' experience in monitoring and evaluation of development projects including WASH related projects • Excellent computer skills especially in operating MS Excel and other related software • Good understanding of country context and field realities • Fluent in written and spoken English and Urdu languages. Knowledge and understanding of Sindhi and Siraiki is desirable. • Experience in using quantitative and qualitative tools for carrying out monitoring and evaluation of WASH projects 	<ul style="list-style-type: none"> • Strong communication, information management and interpersonal skills • Excellent use of MS Excel and moderate use of SPSS • Excellent facilitation and community interaction skills • Experience of development or implementation of Community Feedback Mechanism • Good understanding of WASH related projects in development setting • An understanding of accountability and transparency as applied within programmatic framework of development projects • Exposure and working experience in remote rural areas and tough climatic conditions

	<ul style="list-style-type: none">• Demonstrable experience of adding M&E related sections to donor funded projects.
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